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State of Missouri
Office of Administration
Division of Purchasing and Materials Management
Cooperative Procurement Program
301 W. High Street, P.O. Box 809
Jefferson City, MO 65102

INTRODUCTION

The Office of Administration, Division of Purchasing and Materials Management is pleased to provide this revised Cooperative Procurement Program manual to all potential and current Cooperative Procurement members. The State of Missouri's Cooperative Procurement Program has proven itself as an excellent avenue for political subdivisions to save significant dollars when making required purchases. It is the State of Missouri's intent that this manual be used by political subdivisions as a working tool to establish membership with the program and/or continue current activities with the program.

HISTORY

The State-Local Technical Services Act, Chapter 67.360, RSMo., authorizes political subdivisions to purchase personal property and supplies jointly. (A copy of this statute can be found on page 12 of this manual.)

The Cooperative Procurement Program is a voluntary program. Within the framework of this guide, each political subdivision determines the extent of its participation. The State of Missouri, through the Office of Administration, Division of Purchasing and Materials Management, will establish all rules, regulations and procedures in accordance with its policies and the law.

The concept of joint purchasing is not unique to the State of Missouri. Volume buying and centralized purchasing have meant lower prices for groups ranging from private clubs to some of the largest corporations in the world. In recent years joint purchasing by separate entities has gained considerable prominence as a means by which political subdivisions can secure a greater return for the expenditure of public funds. In essence, the Cooperative Procurement Program extends the benefits of centralized procurement beyond the normal limits. This enables the smaller user to secure the price advantage of large volume purchasing.

The advantages of joint purchasing usually result in reduced costs, derived from improved specifications and a broader supplier base, thus increased price competition. These advantages are not limited to actual dollar savings. Indirect savings are realized through the elimination of administrative duplication by saving time and manpower in processing requisitions for bids, securing qualified suppliers and establishing legitimate contracts.

Valuable time is also saved since the State of Missouri does not become the purchasing agent for the political subdivision, thus eliminating “the middle man”. Each member issues their own purchase orders, accepts delivery and makes payments to suppliers directly. Participation by a member in one contract with a supplier under the Cooperative Procurement Program does not require participation in subsequent procurements.

The Office of Administration, Division of Purchasing and Materials Management sincerely hopes that you find this program both beneficial and rewarding.

REQUIREMENTS FOR MEMBERSHIP

A political subdivision wishing to participate in the Cooperative Procurement Program must meet the following requirements to assist the State of Missouri in maintaining good vendor relations and continue our ability to provide contract availability to our members.

- 1. Legal authority (governing board, commissioner, etc.) must be granted within the political subdivision allowing it to participate in the Cooperative Procurement Program. The legal authority must authorize the political subdivision to make purchases using State of Missouri contracts.**
- 2. A membership form (found on page 14 of this manual) must be signed by the legal authority on behalf of the political subdivision and approved by the Division of Purchasing and Materials Management to begin participation in the program.**
- 3. The political subdivision must purchase products and services utilizing State of Missouri contracts for public use only. Purchases from State of Missouri contracts for personal use or consumption by any individual, public employee or official are strictly prohibited.**
- 4. A political subdivision should immediately inspect all receivables purchased from State of Missouri contracts to verify compliance with the contract. The Division of Purchasing and Materials Management requests notification in writing by a political subdivision of problems with suppliers failing to meet contractual specifications.**

5. **Each time a political subdivision orders products or services using State of Missouri contracts, it is requested that a *Quarterly Statewide Contract Usage Log* (found on page 16 of this manual) be completed. At the end of each quarter the political subdivision should mail or fax the form to the Division of Purchasing and Materials Management. This form is critical in enabling the Division of Purchasing and Materials Management to evaluate and improve the Cooperative Procurement Program.**

GUIDELINES

- 1. A political subdivision contacts the Division of Purchasing and Materials Management Cooperative Procurement Officer at the following address to obtain a Cooperative Procurement Program packet. The packet contains this manual and a Cooperative Procurement newsletter including a complete listing of all State of Missouri contracts available to members. This information also can be accessed on the Internet at the Cooperative Procurement Member site address: <http://www.oa.state.mo.us/purch/coop.html>.**

**Contact Address: State of Missouri
Office of Administration
Division of Purchasing and
Materials Management
Cooperative Procurement Program
301 W. High Street, P.O. Box 809
Jefferson City, MO 65102**

**E-Mail: purchmail@mail.state.mo.us
Telephone: (573) 751-4169
Fax: (573) 526-3576
Webpage: www.oa.state.mo.us/purch/purch.htm**

- 2. Upon receipt and completion of the Cooperative Procurement membership form (with authorized signature from legal authority), political subdivision submits the form to the Division of Purchasing and Materials Management.**

- 3. Upon approval of the political subdivision's membership form, the Division of Purchasing and Materials Management will send acknowledgment of membership.**
- 4. The political subdivision is now eligible to make purchases using State of Missouri contracts as listed within the Cooperative Procurement newsletter.**
- 5. To place orders a member must:**
 - a) Review the Cooperative Procurement newsletter or Statewide Contract Listing via the Internet at the State of Missouri, Division of Purchasing and Materials Management's home page (<http://www.oa.state.mo.us/purch/purch.htm>) and select needed contract(s) and contract item(s).**
 - b) Members can download Notice of Awards from the Internet or may contact the Missouri Municipal League for copies of the requested contracts. (Please see page 10 of this manual for further instruction.)**
 - c) Upon receipt of contract(s), the member can now place order(s) from the vendor by utilizing their *own* purchase order form(s). The purchase order(s) must contain the State of Missouri's contract number, as shown on the contract (i.e. C201002001), and a complete description of the item(s) ordered including brand, model, unit of measure and unit price.**

[NOTE: Members should be sure to order the correct items from the vendor offering those items. A contract may have multiple vendors listed; vendors are distinguished by the last three digits of the contract number. (i.e. ABC Co.'s contract number might be C101037001, ACME Co.'s contract number then would be C101037002, etc.)]

Additional Information. . .

- P Political subdivisions can save significant dollars by making their purchases from State of Missouri contracts since the State utilizes its expansive buying power in volume purchasing to contract for the lowest and best prices with qualified suppliers.**
- P At the present time, there are no membership fees to join the State of Missouri's Cooperative Procurement Program, although the Missouri Municipal League does have a fee structure in place for distributing contracts to members (see page 10).**
- P Cooperative Procurement members may purchase from only those contracts offered under the program they wish to; members are not obligated to purchase from all contracts.**
- P The Cooperative Procurement Officer will send quarterly newsletters or e-mail members announcing new and existing contracts. The newsletter and Statewide Contract Listing are available for viewing on the Internet at the Division of Purchasing and Materials Management's Internet home page (<http://www.oa.state.mo.us/purch/purch.htm>). Please contact the Cooperative Procurement Officer (see page 6) with any questions or comments you may have regarding the Cooperative Procurement Program.**

INTERNET ACCESS

The Statewide Contract Listing, Cooperative Procurement Membership Listing, Cooperative Procurement Membership Form, Quarterly Contract Usage Log and Quarterly Cooperative Procurement Newsletter can be accessed on the Internet at the State of Missouri, Division of Purchasing and Materials Management's home page (<http://www.oe.state.mo.us/purch/purch.htm>).

The Division of Purchasing and Materials Management has Notice of Awards, which include specifications and pricing available at this site on the Internet. Notice of Awards can be downloaded to your system. If you have any questions or encounter any problems, please contact the Division of Purchasing and Materials Management at purchmail@mail.state.mo.us or (573)751-2387.

MISSOURI MUNICIPAL LEAGUE

If members are unable to download copies of statewide contracts from the Internet, please contact the Missouri Municipal League (MML), 1727 Southridge Drive, Jefferson City, MO 65109 at (573)635-9134 to receive paper copies of State contracts.

The MML does charge for copies of State contracts. Please contact the MML at the above address regarding cost and minimum charges.

STATE-LOCAL TECHNICAL SERVICES ACT

Chapter 67 RSMo.

67.330. Short Title. It is hereby declared the policy of the general assembly of the state of Missouri that all forms of contractual and cooperative services that promote the economy and efficiency of operations of local government should be encouraged. Sections 67.330 to 67.390 may be cited as

"State-Local Technical Services Act".

(L. 1969 H.B. 228 § 1)

67.340. Assistance to political subdivisions encouraged. All state agencies, within the limits of appropriations for this purpose, are encouraged to assist political subdivisions of the state with information, technical assistance and material aid in the performance of services leading to improvement and economical performance of the service by the political subdivisions of the state.

(L. 1969 H.B. 228 § 2)

67.350. Use of state data processing equipment by political subdivisions. Political subdivisions of the state are authorized to enter into agreement with the office of administration, within the limits of the appropriations of said office for this purpose; and are authorized to utilize the services of the state agency and are authorized to transport records as required to place their records into state data processing machinery and are authorized to delegate such responsibilities as required to the state agency performing the function for the political subdivision. The state agency shall give a receipt for records and materials delivered to it and shall assure the security of the records so handled or stored.

(L. 1969 H.B. 228 § 3)

67.360. Political subdivisions, use of state procurement service authorized. The political subdivisions of the state of Missouri are authorized to utilize such services as may be provided by the state division of purchasing, within the limits of the appropriation of that state agency for this purpose. The governing bodies of the state's political subdivisions may require all offices and individuals of their political subdivision to conform to the requirements, as promulgated by the governing body of the political subdivision involved in the purchasing agreement entered into with the state agency. Governing bodies of all political subdivisions of the state are hereby authorized to enter into agreements with the state agency covering the purchase of materials, supplies and equipment meeting their legal needs and are authorized to delegate to the state agency such functions relating to the purchases as shall be covered by the cooperative agreement with the state agency.

(L. 1969 H.B. 228 § 4)

67.370. State agencies may contract with political subdivisions.

1. It is hereby declared to be the policy of the general assembly that other state agencies, within the limits of their appropriations for this purpose, shall offer technical assistance, in matters related to their duties, to the state's political sub-divisions and enter into contractual arrangements with the political subdivisions of the state of Missouri to this end.

2. Political subdivisions of the state are authorized to enter into contractual agreements or cooperative arrangements with the various state agencies offering to provide technical assistance and services provided in subsection 1 of this section. The governing bodies of the state's political subdivisions are authorized to enter into agreements with state agencies and all officers and employees of the political subdivision are to be governed by the provisions of the

contractual arrangement as entered into by the governing bodies of this political subdivision of the state.

(L. 1969 H.B. 228 § 5)

67.380. Charges limited to cost-of-services. State agencies may require political subdivisions to pay a service charge limited to the cost of such service as is rendered by the state agency and as shall be set forth in the contractual agreement. Charges for services paid by political subdivisions toward the cost of state technical services shall be deposited in the fund from which the state agency receives the appropriation for which this political subdivision is reimbursing the state.

(L. 1969 H.B. 228 § 6)

Cooperative Procurement Manual
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STATE OF MISSOURI
COOPERATIVE PROCUREMENT PROGRAM
MEMBERSHIP FORM

The Missouri State Statutes, Chapters 34 and 67, authorize political subdivisions and quasi-public governmental bodies to participate in a joint purchasing program with the State of Missouri. To participate, please complete and submit this form to our office.

Whereas,

,

(Your Entity's Governing Body Title)

Does hereby

authorize _____,

(Your Entity's Name)

On: _____, _____,

(Date)

(Official Signature)

to participate in the State of Missouri, Cooperative Procurement Program.

Please forward this completed membership form along with the information requested on the following page and return to:

State of Missouri/Office of Administration
Division of Purchasing and Materials Management
Cooperative Procurement Program

301 W. High Street, P.O. Box 809
Jefferson City, MO 65102
PHONE: (573)751-4169
FAX: (573)526-3576

- MEMBERSHIP INFORMATION-

Cooperative

Procurement Entity: _____
(Your Organization's Name)

Mailing Address: _____

Contact Name: _____

Telephone # _____ **Fax #** _____

E-Mail Address: _____

Please check type of governmental entity:

- A. ☐ **Public Tax Supported Agency** (Governmental entities are those who drive their funding from a public base: i.e., federal agencies, cities, counties, public school districts, colleges, etc.)
- B. ☐ **Quasi-Public Governmental** (Primary purpose is to enter into contracts with public governmental bodies or perform a public function.)

(1) How is the Institution funded: (Show Percentages)

(a) Tax Supported (Other Than By Grant)

_____ %

(b) By Grant and/or Contributions _____ %

(c) Other (Specify)

(2) List any programs you currently have with the State of Missouri:

(3) List your organizations's mission or purpose:

(4) Has the institution been determined non-profit and tax-exempt? ☐ Yes ☐ No

QUARTERLY STATEWIDE CONTRACT USAGE LOG

Entity _____ For _____
Quarter

1st Qtr. (July - Sept.)

3rd Qtr. (Jan. - March)

2nd Qtr. (Oct.- Dec.)

4th Qtr. (April - June)

DATE OF PURCHASE	CONTRACT#	AMOUNT OF PURCHASE

***[IN LIEU OF THIS FORM - YOU MAY ALSO SUBMIT COPIES OF
YOUR PURCHASE ORDERS MADE FROM STATEWIDE
CONTRACTS]***

PLEASE SUBMIT THIS FORM ON A QUARTERLY BASIS TO:

**State of Missouri/Office of Administration
Division of Purchasing and Materials Management
Cooperative Procurement Program
301 W. High Street, P.O. Box 809
Jefferson City, MO 65102
FAX: (573)526-3576**

Additional Resources for Local Government Purchasing

Missouri Department of Transportation

(Air Compressor, Automobiles, Boom Crane, Concrete Mixer, Crack Filler, Dump Bodies, Loader, Materials Spreaders, Melter Applicator, Mowers, Paver, Snow Plows, Pothole Patcher, Rollers, Salt, Sport Utility Vehicles, Street Sweepers, Tractors, Trailers, Tires and Tubes, Trucks)

James J. Radmacher, P.E.

1617 Missouri Blvd., P.O. Box 270

Jefferson City, MO 65102

Phone: (573) 751-0852

Fax: (573) 526-4337

Email: radmaj@mail.modot.state.mo.us

Missouri Highway Patrol

(New Cars) - (573) 751-2161

(Used Cars) - (573) 526-6147

1510 E. Elm, P.O. Box 568

Jefferson City, MO 65101

Missouri Highway Patrol

(Radio Shop/Radar Equip.)

2920 N. Shamrock

P.O. Box 568

Jefferson City, MO 65102

Phone: (573) 526-6103

Missouri Department of Corrections

Missouri Vocational Enterprises

(Waste Tire Recycle Center)

Highway 179

Jefferson City, MO 65102

Phone: (573) 635-3825

Fax: (573) 526-6699

(Office Furniture/Signs)

P.O. Box 236

Jefferson City, MO 65102

Phone: (573) 751-8252

Toll Free: (800) 392-8486

Fax: (573) 751-4099

State Surplus Property

(Various Used Equipment)

117 N. Riverside, P.O. Drawer 1310

Jefferson City, MO 65102

Phone: (573) 751-3415, Toll Free: (888) 295-7796

Website: www.oa.state.mo.us/purch/surplus.html